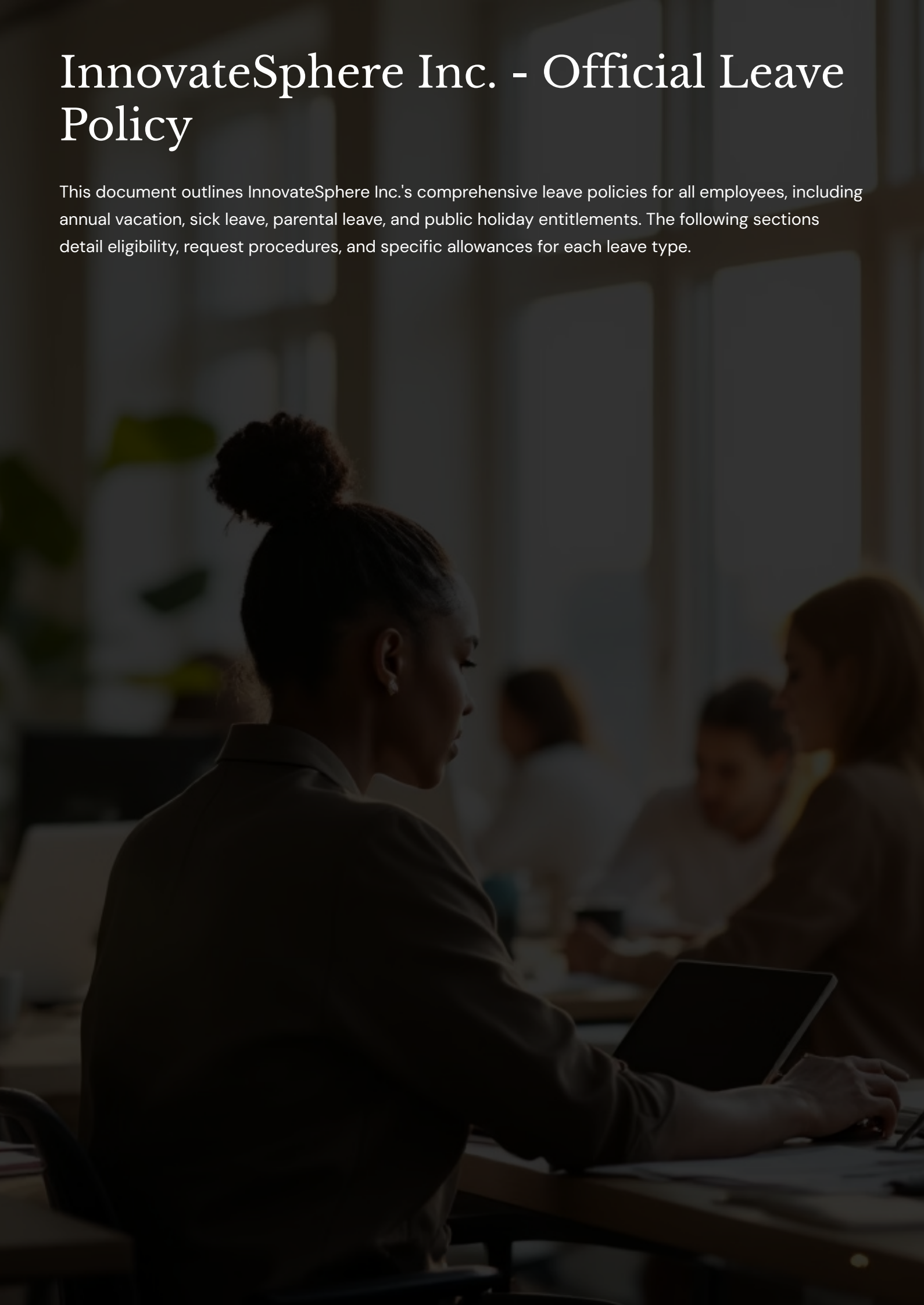


# InnovateSphere Inc. - Official Leave Policy

This document outlines InnovateSphere Inc.'s comprehensive leave policies for all employees, including annual vacation, sick leave, parental leave, and public holiday entitlements. The following sections detail eligibility, request procedures, and specific allowances for each leave type.



# Annual Leave (Vacation)

At InnovateSphere Inc., we recognize the importance of work-life balance and provide generous annual leave benefits to support employee wellbeing and productivity.

## Entitlement

Full-time employees receive 25 days of paid annual leave per year, accruing from the start date of employment. Part-time employees receive a pro-rated amount based on their working hours.

## Request Process

All leave requests must be submitted through the HR portal at least two weeks before the intended leave date. This allows departments to arrange appropriate coverage and adjust project timelines accordingly.

## Approval Criteria

Approval is based on operational requirements, existing team coverage, and submission timing. Priority is typically given to requests submitted earliest when conflicts arise.

Employees are encouraged to plan major vacations well in advance, particularly during peak holiday seasons when multiple leave requests may occur. Unused annual leave may be carried forward according to the terms specified in individual employment contracts.

# Sick Leave



InnovateSphere Inc. provides sick leave benefits to ensure employees can recover from illnesses without financial concern. Our policy aims to support employee health while maintaining operational continuity.

## Entitlement and Eligibility

All employees are entitled to 10 days of paid sick leave per calendar year. Sick leave begins accruing from the first day of employment and can be used after the probationary period. Unused sick leave does not carry over to the following year, nor is it paid out upon termination.

## Documentation Requirements

For absences exceeding three consecutive working days, employees must provide a doctor's note or medical certificate validating their condition. This documentation should be submitted to HR within one week of returning to work.

Employees should notify their direct supervisor as soon as possible when taking sick leave, preferably before their scheduled start time. For planned medical procedures, employees should provide advance notice whenever possible to allow for workload adjustments.

# Parental Leave

InnovateSphere Inc. is committed to supporting employees during significant life events such as welcoming a new child. Our comprehensive parental leave policy applies to biological births, adoptions, and surrogacy arrangements.

26	6	12
Weeks Maternity Leave	Weeks Paternity Leave	Months Service Required
Fully paid for eligible employees	Fully paid for eligible employees	Minimum eligibility period

## Additional Provisions

- Employees may extend their leave period by combining with annual leave or taking unpaid leave (subject to approval)
- Flexible return-to-work arrangements are available, including phased returns and temporary part-time schedules
- Job protection is guaranteed, ensuring employees return to the same or equivalent position
- Benefits continue accruing during the paid portion of parental leave

Employees should notify HR of their intention to take parental leave at least 30 days before the expected start date, though we understand that circumstances may sometimes require shorter notice periods.

# Public Holidays

InnovateSphere Inc. recognizes the importance of public holidays for employee rest, cultural observances, and family time. As a global organization, our policy accommodates regional differences in public holiday schedules.

## Standard Policy

The company observes all statutory public holidays in the employee's region of employment. Employees receive these days off with full pay without using their annual leave allocation. When public holidays fall on weekends, the observed day follows local convention (typically the following Monday).



## Special Circumstances

- Employees required to work on public holidays due to business necessity receive compensatory time off or premium pay according to local labor regulations
- Remote workers follow the holiday schedule of their contractual location, not their physical location
- Employees may request floating holidays to observe cultural or religious days not recognized as public holidays in their region

InnovateSphere recognizes that our diverse workforce celebrates many different cultural and religious holidays. We encourage managers to accommodate reasonable requests for time off to observe important personal holidays, using annual leave or unpaid leave when necessary.